

MEETING MINUTES

June 18, 2010

GOVERNOR'S COMMITTEE FOR THE PURCHASE OF COMMODITIES AND SERVICES FROM THE HANDICAPPED

The meeting was called to order by Chairperson Penney Hall at 9:00 a.m. June 18, 2010 at the F. Ray Power Building, located at the West Virginia Division of Rehabilitation Services' office in Institute, West Virginia.

ATTENDANCE:

Committee: Penney Hall (Chairperson); Everette Sullivan; Brenda Bates; Jan Smith; Phillip Mason; Jan Lilly-Stewart; Carol Jarrett, Recording Secretary.

WVARF Staff: Greg Raber, Chris Miller, Sherry Briggs, Leona Huffmann

Guest: Mark Crocket, JCDC

MOTION #1

Mr. Sullivan moved to approve the minutes of the previous meeting as presented. Mr. Mason seconded. Motion passed.

CHAIRMAN'S REPORT

Ms. Hall announced the replacement for Ron Price from the Purchasing Division would be Mike Sheets. He could not be in attendance at this meeting due to prior obligations.

EXECUTIVE SECRETARY REPORT:

Ms. Jarrett presented the reported.
\$ 532.96 – Total Expenses paid since last meeting
\$3,068.01 – Balance Remaining FY10

EXECUTIVE DIRECTOR'S REPORT

Mr. Raber reported they had been busy doing contract renewals. He said he has an intern which who is working on the WVARF employee manual. In addition, he said he had gathering the assurances that DRS has requested in regards to the contract and the budget information that Ms. Hall had requested.

CONTRACT PRESENTATIONS:

There were two new janitorial contracts for the Committee to consider:

DRS in Elkins, this office has moved to a new location. The contract was for four hours a day, five days a week. The recommended fair market price (FMP) for August 1, 2010 to July 31, 2011 was \$12,165.96.

DRS in Lewisburg, for four hours a day, two days a week. The recommended FMP for July 1, 2010 to June 30, 2011 was \$6,378.96.

The following contracts were for renewals:

DOH, District 8 Headquarters in Elkins. The recommended FMP for July 1, 2010 to June 30, 2011 was \$69,127.92 an increase of \$9,211.92 over last year.

DNR in Parkersburg. The recommended FMP for July 1, 2010 to June 30, 2011 was \$6,201.00.

MOTION #2

Mr. Sullivan moved to approve the DRS in Lewisburg; DNR in Parkersburg; DOH District 8 and DRS in Elkins contracts. Ms. Lilly-Stewart seconded. Motion passed.

Ms. Briggs said the Air National Guard (ANG) in Martinsburg contract has increased by \$225 from \$77,667.60 to \$77,892.60 a year; however they have not agreed to this increase yet. The new contract covers mileage for the crew who must use a vehicle to travel from building to building in order to clean. This averages 4 to 5 miles a day

The Fairmont State University contract was increased by \$3,690.00 from \$1,031,981.34 to \$1,035,671.64 a year for cleaning student apartments once the students leave campus.

Agency	Location	2011 Yearly Cost	Difference from 2010
Child Support	Fairmont	7,978.68	0
DHHR Region 1	Glennville, Gilmer Cty.	11,103.60	112.68
DHHR Region 1	Pleasant County	5,632.20	0
DHHR Region 1	Fairmont Regional Office	8,793.84	0
DHHR Region 1	Fairmont Call Center	9,390.48	0
DHHR Region 3	Kingwood	19,208.88	273.84
DHHR Children & Family	Fairmont	32,331.72	0
DOH	Fairmont	6,653.40	0
DOH	Marion County	5,375.88	0
DOH	Mannington	2,140.56	0
DOH	Bridgeport	71,116.32	0
DOH District 7	Braxton County	10,515.24	210.12
DOH District 7	Burnsville 1-79 Office	7,846.56	0
DOH District 7	DIS-FORCES maintenance	5,892.36	0
DOH District 3	Parkersburg	58,124.40	0
DOH District 3	Parkersburg	5,280.24	0
DOH District 3	Parkersburg	7,618.72	0
DOH District 7	Weston-Maintained	5,892.36	90.00
DRS	Bridgeport/Clarksburg	14,449.92	0
DEP	Parkersburg	18,202.08	0
General Services	Parkersburg	83,965.44	0
MAPS	Camp Dawson	84,321.60	0
Rest Area	Mineral Wells	263,771.36	0
Rest Area	Meadowbrook	292,902.08	0
Rest Area	Williamstown	135,251.24	0

DHHR Children and Family	Hamlin	3,948.86	0
DHHR Region 2	Logan	37,428.00	0
DMV	Huntington	14,305.92	0
DMV	Hurricane	19,232.28	0
DNR	Beckley	10,024.92	85.56
DOH District 2	Warehouse Huntington	4,117.56	0
DOH District 10	McDowell County	16,848.96	0
DOH District 9	Lewisburg Equipment Ctr.	1,708.92	0
General Services	One Davis Square	109,536.72	(30,405.12)
DHHR Region 2	Diamond Building	371,971.92	0
DOH District 8	Huntington	102,610.08	0
DHHR Children & Family	Hamlin	47,386.32	0
DOH District 1	Charleston	112,070.52	0
Rest Area	Hurricane	273,377.47	0
Rest Area	Huntington	155,552.86	0
DOH District 1	Dry Branch, Charleston	62,130.48	(27,725.28)
DNR	Apple Grove	3,123.12	0
DNR	French Creek	16,125.60	167.52
DOH Dist. 1 Sign shop	Dry Branch, Charleston	10,352.28	Split from the other contract.
Parkway Authority	Rest Area	124,753.00	0
Work Force	Point Pleasant	4,790.52	1,185.00
Miners Health and Safety	Welch	3,617.52	0
Parkway Authority	Beckley	13,928.94	0
Parkway Authority	Princeton	150,405.66	0
General Services	Employee Day Care	9,214.80	(1,590.96)
General Services	Greenbrooke Building 86	61,403.04	0
General Services	Cornerstone Bldg. 84	17,951.88	(200.52)
General Services	DEP Kanawha City	322,677.84	(17,601.36)
General Services	Building 74	35,065.68	(11,528.52)

At the request of the General Services Division, the buildings on the Capitol Complex have been broken down into individual contracts.

AGENCY	CRP	LOCATION	COST
General Services	GWKV	Capitol Complex – Building 7	24,054.00
General Services	GWKV	Capitol Complex – Building 33	4,589.64
General Services	GWKV	Capitol Complex – Building 3	62,922.84
General Services	GWKV	Capitol Complex – Building 17	14,736.00
General Services	GWKV	Capitol Complex – Building 15	14,444.04
General Services	GWKV	Capitol Complex – Building 6	151,267.32
General Services	GWKV	Capitol Complex – Building 5	89,882.16

MOTION #3

Mr. Sullivan moved to approve the contracts. Mr. Mason seconded. Motion passed.

Mr. Raber presented the data management contract which was not approved as part of the commodities contract. There was some disputed pricing in this contract which the CRP has addressed.

MOTION #4

Mr. Sullivan moved to approve the FMP for Data Management and to send it to Purchasing for approve. Mr. Mason seconded. Motion passed.

Ms. Hall talked about the items yet to be approved for the commodities contract – condiment kits and bottled water. She told the Committee that Green Acres was still behind on their payments to the Consolidated Public Retirement Board and thus Purchasing could not approve the water for inclusion on the contract. One of the problems is agencies order the water directly from them and pays them directly instead of going through WVARF. The Committee discussed several possibilities of how to overcome this problem.

Ms. Hall said she would like to have a deadline of September to get these two commodities to Purchasing for approval.

MOTION #5

Mr. Mason moved to get the commodity items to Purchasing for approval by the end of September. Mr. Sullivan seconded. Motion passed.

CONTRACT COMPLAINTS:

There was no report for DOH Dry Branch.

Ms. Briggs said the DOH in Upshur County is satisfied with their services. Mr. Dixon with the Buckhannon Upshur Work Adjustment Center has canceled the meeting she had scheduled with him. Ms. Hall is to write him a letter saying his plan-of-correction was not complete and to ask for a new plan to be submitted.

The DHHR in Morgan County advised they are happy with their services which are now being provided by the Development Center. They want to add stripping and waxing to their contract.

Mr. Raber reported Miner's Health & Safety told Goodwill Kanawha not to come back. Goodwill has removed their equipment and supplies from the building. He met with the Director Ron Wooten who had a number of complaints including the fact Goodwill employees were leaving doors unlocked at night. Mr. Raber gave him a temporary waiver to get janitorial services from a private company, although Mr. Wooten said he did not need a waiver since in his opinion the contract had been breached.

FINANCIAL REPORT:

Mr. Miller reported the over 60 day's accounts receivables were \$218,806 or 13.23% of total receivables.

MOTION # 6

Mr. Sullivan moved to accept the financial report as given. Ms. Lilly-Steward seconded. Motion passed.

2011 budget

Ms. Hall reported she and Ms. Bates had met with Mr. Raber and the CNA Committee to discuss the 2011 budget. In the budget provided to the Committee for this meeting there were still some issues which she believes need to be resolved:

The biggest issue was the allocation of the profit which WVARF earned in FY 2009 and the anticipated profit for this fiscal year. WVARF does not indicate how this money was spent or will be spent. According to the contract they have with DRS all funds earned from the program will go back into the program but the Committee has no way of tracking this without profit allocation being shown.

Other concerns were the funds allocated to the Awards Banquet and program support. Mr. Raber gave Ms. Hall the information she had requested regarding the awards banquet. She also said she would like to see the results of the time study referenced on the budget document.

Ms. Hall raised her concern about incremental pay raises, since the program is funded by state money and it is under major scrutiny at the present time. Other Committee members did not share this concern.

MOTION # 7

Mr. Sullivan moved to approve the submitted budget as the provisional budget until next month. Ms. Lilly-Stewart seconded. Motion passed.

OLD BUSINESS:

None

NEW BUSINESS:

Ms. Hall asked for permission to send a letter to all the non-profit CRP's, that DRS has approved, telling them about the program and invite them to become state business provider.

MOTION #8

Mr. Sullivan made a motion to approve. Ms. Bates seconded. Motion passed.

MOTION #9

Mr. Sullivan moved to adjourn.